

Little Traverse Bay Bands of Odawa Indians

Zoning Board of Appeals

7500 Odawa Circle, Harbor Springs, MI 49740

Quarterly Report October 2019

Board Members

Chair – Carol Jeffers

Secretary– Michele Portman-LaCount

Vice-Chair - vacant

- 1) The Zoning Board of Appeals has had 2 meetings in 2019 pursuant to Statute. One on September 19, 2019 and the second meeting on October 14, 2019.
- 2) The next meeting of the Board is scheduled for April 16, 2020.
- 3) In the September meeting, appointments were assigned via carried motions naming Carol Jeffers as Board chair and Michele Portman-LaCount as secretary. The Vice-chair position remains vacant at this time. The Board also reviewed and discussed the Zoning Statute, the policy of regulations, policy of rules of procedures and forms currently utilized with the Board. The Board discussed and the necessity to draft hearing procedures for the Board and scheduled meeting dates for the 2020 year.
- c) In the October meeting, the Board discussed the necessity to revise the Policy and Procedures to include the process for conducting a hearing if an appeal is filed, who notifies the appellant of the process to file an appeal, and the definition of who is the “property owner”. Motion carried approving the process of electronic participation for Board members when they cannot physically attend a meeting.
- d) The Board plans to invite the Planning Department to our next meeting to discuss their process of informing appellants of the appeal process, who receives the paperwork for an appeal and the necessity of the Board to obtain copies of the Michigan Building Code in which the Planning Department utilizes in determining any potential violations.

Respectfully submitted,

Carol Jeffers, Chair

Date